



Camp Quality Canada – Administrative Coordinator

Part-time Salaried, 22 hours/week (3 days)
\$17 - \$20/hour rate based on skills and experience

Based out of the Camp Quality office on Tuesday, Wednesday and Thursday's
1444 Queen Street East, Toronto

[Camp Quality Canada](#) is a national charity that empowers and supports children affected by cancer. Each summer, CQ sends nearly 400 kids with cancer, ages 7-18 to overnight camp for free and provides year-round programming and support.

POSITION SUMMARY

Camp Quality Canada seeks an experienced administrator to support the work of our Managers and Executive Director out of our national office. This role reports directly to the Executive Director.

RESPONSIBILITIES

- Any administrative and general support to other national staff as needed (this will include processing mail, photocopying, typing letters, etc.)
- Assist with camper registration
- Assist with events as needed (some flexibility required as these are outside of typical office hours)
- Assist with donation processing and donation acknowledgement (stewardship)
- Assist Executive Director as needed
- Misc. such as problem solving if technical difficulties in the office (call helps lines, etc.)
- Office errands as needed
- Ensure office supplies are appropriate stocked

QUALIFICATIONS

- Ability to follow directions
- Ability to communicate in a professional manner
- Proficiency in MS Office, social media, web applications
- Previous administrative experience in an office setting
- A self-starter with a strong ability to work independently and multi-task.
- Valid driver's license and access to a vehicle is an asset.
- A police records search and clear vulnerable sector screening is mandatory for this position and is a condition of employment.

TO APPLY

This position is located at the National Office of Camp Quality Canada. Camp Quality is committed to employment equity and encourages applications from all qualified applicants.

Please email your resume and cover letter including salary expectations by **February 15, 2019** to Jarvis Strong, Executive Director: jarvis.strong@campquality.org

We thank all applicants for their interest; however only those applicants selected for an interview will be contacted. No phone calls please.

www.campquality.org